



Getting the license, was the easy part...

As I change from my role as a REALTOR to an Education Director, I find that many agents struggle to understand the sometimes confusing requirements of renewing one's license. For that reason, I am going to try and lay out how one might renew their license. The classes are available most everywhere, but knowing which ones will actually help you might be more of a challenge. I strongly recommend that REALTORS keep track of their own attendance and what CE/PL/Broker hours were applied.

As a reminder, licensees must renew their licenses at specific intervals. Renewals are every two years, on the last day of the month in the anniversary month of licensing. After July 1, 2008 all agents receiving their licenses after that date must obtain their 30 hours in the first 12 months.

In addition to the hours below, everyone must take 2 hours of Limited Services before their next renewal.

For Post Licensing Agents (everyone in the first renewal cycle)

Required Hours (30 hours)

3 Hours of Agency

3 Hours of Fair Housing

3 Hours Real Estate Law

3 Hours of Offer to Purchase

3 Hours of Ethics and Standards of Practice

15 Hours of Electives

For Continuing Education (everyone who has renewed at least once before)

Required Hours (16 Hours)

2 Hours of Fair Housing

3 Hours of Ethics

1 Hour Legal Update

1 Hour Agency

1 Hour Contracts

8 Additional Hours of Real Estate Related Topics

Broker Management Hours (8 Additional after initial 16 CE hours)

Must be 8 hours approved for Broker Management topics. All licensed Brokers, to include Associate Brokers must take these hours, if they are to renew their license in July 2008 or thereafter.

Ok, so now that you are reminded of the mandatory hours, how do you track it? Start at <http://www.dpor.virginia.gov/regulantlookup>.

When you open this web page, you'll see:

Search License Records and Complaint History
Search by name, license number, or zip code. To search for a specific license enter the ten-digit license/certificate number, OR search within one or more occupations by clicking the checkboxes beside the occupation(s), entering the name (or partial name), and/or zip code. Please reference the [license lookup search instructions](#) for help on entering search terms. Please include special characters in the name (i.e. &), please reference the [license lookup search instructions](#).

Name: Zip Code: [US Postal Zip Information](#)

License/Certificate Number:

ASSOCIATION REGISTRATION <input type="checkbox"/> Property Owner's Association <input type="checkbox"/> Condominium Association <input type="checkbox"/> Cooperative Association	CEMETERIES <input type="checkbox"/> Cemetery Companies <input type="checkbox"/> Cemeteries <input type="checkbox"/> Cemetery Sales Personnel	OPTICIANS <input type="checkbox"/> Opticians
APELSCIDLA <input type="checkbox"/> Architects <input type="checkbox"/> Professional Engineers <input type="checkbox"/> Land Surveyors <input type="checkbox"/> Land Surveyors B <input type="checkbox"/> Interior Designers <input type="checkbox"/> Landscape Architects <input type="checkbox"/> Apelscidia Businesses	CONTRACTORS <input type="checkbox"/> Contractor Businesses <input type="checkbox"/> Individual Licenses and Certificates	POLYGRAPH EXAMINERS <input type="checkbox"/> Polygraph Examiners
ASBESTOS <input type="checkbox"/> Asbestos Contractors and Labs	COSMETOLOGY (Cosmetology, Nail, Waxing, Hair Removal) <input type="checkbox"/> Cosmetology Individuals <input type="checkbox"/> Cosmetology Businesses <input type="checkbox"/> Cosmetology Schools	REAL ESTATE <input type="checkbox"/> Real Estate Individuals <input type="checkbox"/> Real Estate Businesses <input type="checkbox"/> Real Estate Schools
	ESTHETICS <input type="checkbox"/> Estheticians	REAL ESTATE APPRAISERS <input type="checkbox"/> Real Estate Appraisers Individuals <input type="checkbox"/> Real Estate Appraisers Businesses
		SOIL SCIENTISTS <input type="checkbox"/> Soil Scientists

Enter your name (or license number) and click on “Real Estate Individuals”. Choose “Search Licenses”.

Real Estate Individual License

Real Estate Individual License	
INDIVIDUAL NAME:	RATHBUN, MATTHEW VAUGHN
LICENSE TYPE:	SOLE PROPRIETOR
LICENSE NO:	0225071153
LICENSE STATUS:	ACTIVE
CITY, STATE:	RUTHER GLEN, VA
INITIAL CERTIFICATION DATE:	JULY 24, 2006
EXPIRATION DATE:	JULY 31, 2008
BUSINESS NAME:	MATTHEW VAUGHN RATHBUN
FIRM LICENSE NO:	0226020115

[VIEW CONTINUING EDUCATION HOURS](#)

Click here for Education Hours

Open Complaints: None

Once the window opens, click on the “View Continuing Education Hours” link.

THE CONTINUING EDUCATION REQUIREMENTS FOR SALESPERSONS AND BROKERS ARE DIFFERENT. THE INFORMATION ON THIS PAGE PERTAINS ONLY TO ACTIVE BROKERS.

Continuing Education credit hours are based on your license renewal period. Continuing Education requirements must be completed before the expiration date of your license. If you do not renew your license by the expiration date, your credit hours will be credited toward the renewal or reinstatement of your license. **CREDIT HOURS RETURN TO ZERO UPON REINSTATEMENT OF YOUR LICENSE.**

Brokers whose license expires before July 1, 2008, must complete 16 hours of Continuing Education to renew your broker license. You must complete 2 hours in Fair Housing, 1 hour in Ethics & Standards of Conduct, 1 hour in Legal Updates/Law, 1 hour in Real Estate Agency and 1 hour in Real Estate Contracts. The remaining 10 hours may be in Real Estate Related Subjects or in the specific categories mentioned earlier in this paragraph.

In addition to these 16 hours of Continuing Education, all brokers whose license expires before July 1, 2009, must complete 2 hours in Limited Service Agency.

Brokers whose license expires on or after July 1, 2008, must complete 24 hours of Continuing Education to renew your broker license. You must complete 2 hours in Fair Housing, 3 hours in Ethics & Standards of Conduct, 1 hour in Legal Updates/Law, 1 hour in Real Estate Agency, 1 hour in Real Estate Contracts and 8 hours in Broker Management. The remaining 8 hours may be in Real Estate Related Subjects or in the specific categories mentioned earlier in this paragraph.

In addition to these 24 hours of Continuing Education, all brokers whose license expires before July 1, 2009, must complete 2 hours in Limited Service Agency.

CONTINUING EDUCATION	
Areas	Hours Completed
1. Fair Housing	7
2. Legal Updates/Law	2
3. Ethics & Standards of Conduct	11
4. Real Estate Agency	5
5. Real Estate Contracts	5
6. Broker Management	3
7. Real Estate Related Subjects	52
Limited Service Agency	2

Explanation of Required Hours

Summary of Continuing Education

On the left you'll see a breakdown of the required training hours. On the right you'll see the summary of continuing education hours only if you're a CE renewal. Post Licensing Agents will see the following blue space on the left:

HOURS RETURN TO ZERO UPON RENEWAL OR REINSTATEMENT OF YOUR LICENSE

SALESPERSONS WHO ARE RENEWING THEIR LICENSE FOR THE FIRST TIME MUST COMPLETE 30 HOURS OF POST LICENSE EDUCATION INSTEAD OF CONTINUING EDUCATION. You must choose one Post License Education Practice Track (Residential Real Estate, Commercial Real Estate, or Property Management) by completing a Mandatory course in that Practice Track. You must complete all the Mandatory courses for the Practice Track you choose. You can select Post License Education Elective courses from any Practice Track. Your completed Post License Education course hours are identified as "Mandatory" and "Elective" hours in the lower box on the right side of this page. No Post License Education course hours will display on this page until you have completed at least one Mandatory course. [To review the specific Post License Education courses that you have completed, please click on this link.](#)

In addition to these 30 hours of Post License Education, all salespersons whose license expires before July 1, 2009, must complete 2 hours in Limited Service Agency.

All new salespersons licensed on or after July 1, 2008, must complete 30 hours of Post License Education within one year of their license issue date (Currently, new salespersons have two years to complete 30 hours of Post License Education). If the new salesperson fails to complete 30 hours of Post License Education within one year of initial licensure, then the Board must place the license on inactive status until the Post License Education is completed.

Click Here for PL Credit Hours

Note: After 7/1/2008 30 Hours in First Year

POST LICENSE EDUCATION

Limited Service Agency

Track 3

Post Licensing agents need to click the "To review the specific Post License Education courses that you have completed, please click on the link". Note that you need to ignore the hours on the right they do not apply, except for the Limited Services hours that will be shown here.

LICENSE NO:	0225184858		
LICENSE STATUS:	ACTIVE		
School / Course	Track	Mandatory / Elective	Hours
VIRGINIA ASSOCIATION OF REALTORS OTHER REAL ESTATE RELATED	2008 Residential Real Estate	Elective	2
REAL ESTATE CAREER ACADEMY ETHICS AND STANDARDS OF CONDUCT/CURRENT INDUSTRY ISSUES & TRENDS	January 18, 2008 Residential Real Estate	Mandatory	3
VIRGINIA ASSOCIATION OF REALTORS OTHER REAL ESTATE RELATED	Residential Real Estate	Elective	3
OTHER REAL ESTATE RELATED	Residential Real Estate	Elective	2
OTHER REAL ESTATE RELATED COURSE	Residential Real Estate	Elective	2
OTHER REAL ESTATE RELATED	Residential Real Estate	Elective	2
OTHER REAL ESTATE RELATED COURSE	October 02, 2007 Residential Real Estate	Elective	2
		Total Mandatory Hours	3
		Total Elective Hours	13

Note: The official record copy of the data obtained from this search is maintained by the specific board offices at the Department of Professional and Occupational Regulation. [Click here for telephone and email contact information for DPOR licensing boards.](#) [Click here for information on how to file a complaint,](#) or contact the Compliance and Investigation Unit.

On this screen PL agents will see the school who granted the hours, the class title, the mandatory or elective category of the credits and the summary of hours. *Note: I have been told that CE screen will one day be this useful.*

This web page is very useful for keeping you on track, but it's not easy to navigate. I hope this has made it a bit clearer for you.

If you have any problems finding certain hours, call VAR or the Education Director at your local association and they'll be happy to help you develop a plan to get your required hours.